

CONFIDENTIAL
SECURITY INFORMATION

11 December 1953

MEMORANDUM FOR: CHIEF, CLASSIFICATION & WAGE DIVISION

25X1A

Attn: 

SUBJECT : Request for Reclassification of Two Positions in
the Administrative Staff, TSS

1. You have recently conducted a classification survey of the Administrative Staff, TSS, and have job information on most of the positions. It will be very much appreciated if you can take immediate action to change the classification of the following two positions.

a. BY 30, from Personnel Officer, GS-7 to Personnel Officer, GS-9.

b. BY 33, from Fiscal Accountant, GS-7 to Fiscal Accountant, GS-9.

2. Other minor position changes contemplated for the Administrative Staff will be held in abeyance pending an over-all T/O revision which will be submitted in the near future.


25X1A

HOJ:ap

Acting Personnel Officer, TSS

Distribution:

Orig and 2 - Addressee

2 - TSS/Pers.

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12/16/53
LW